



# Preschool Fall Enrollment Count Dec. 1

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# Objective

To ensure that state-funded preschool children are accurately included in the Infinite Campus Fall Enrollment Count on Dec. 1, 2014.



# Fall Enrollment Count

- ▶ Pulled from **District** summary data by KDE on December 2, 2014
- ▶ Districts do not need to send any documents to KDE

# Check your data

- ▶ Student Information
- ▶ Census
- ▶ Programs
- ▶ Ad Hoc Reporting
- ▶ Assessment
- ▶ System Administration
- ▼ KY State Reporting

- ▶ KDE Reports

- FRYSC Group Program Report

- FRYSC State Report

- IDEA Dec 1 Count Extract

- LEP Extract

- Preschool Enrollment Count**

## Extract Options

Report Type ☒ Summary ☐ Detail

Select One Fall Enrollment Count ▼

Effective Date 12/01/2014 

Format State Format (CSV) ▼

**Generate Extract**

# Things to Remember

- ▶ Make sure that children with special needs have an active locked IEP before the Dec. 1 pull.
- ▶ All eligible children should have a Preschool tab with one of the following boxes checked in the Preschool tab:
  - Up to 150% of Federal Poverty Rate (at risk) or
  - Disabled state-fund

These are the only two boxes that will generate state funds for eligible children.

### Preschool Type

- ☐ Disabled State Fund
- ☐ Head Start
- ☒ Up to 150% of the Fed. Poverty
- ☐ Head Start Enhanced
- ☐ Over Income Preschool
- ☐ Other, Specify

Other

Here's an example of the preschool type for an at-risk child.

### Preschool Type

- ☐ Disabled State Fund
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A child with both boxes checked will be counted in the disability category

The box below shows a child with disabilities

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Other

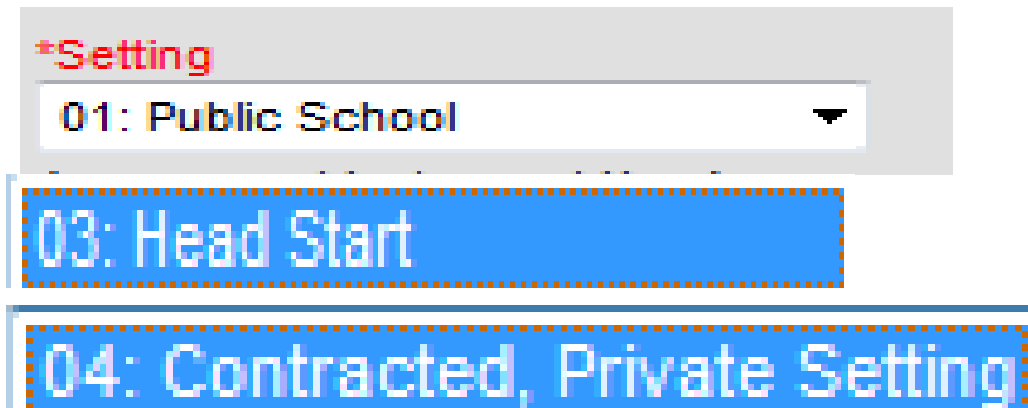
# Make sure . . .

- ▶ If the IEP was initiated this year, look to see if the date of the IEP closely matches the enrollment date.
- ▶ Most of the time, a child has been enrolled for KSI/RTI and found eligible for special education services.
- ▶ If the child was not enrolled as an at-risk 4, end date the original enrollment using the W01 code and reenroll the child using the R01 code.
- ▶ The IEP needs to be active and locked on or before Dec. 1, 2014.



# Settings

Make sure you have the correct settings listed on the preschool tab.



\*Setting

01: Public School

03: Head Start

04: Contracted, Private Setting

A home setting will **not** pull for state funding.

# Head Start children

Head Start enrolled children are not counted for state-funding.

Their names will be included in the detailed count but with “0s” in all categories.

Mark the Head Start on the Preschool tab if they are in your school building.

**Preschool Type**

☐ Disabled State Fund

☒ Head Start

☐ Up to 150% of the Fed. Poverty

☐ Head Start Enhanced

☐ Over Income Preschool

☐ Other, Specify

Other

# Head Start Enhanced

- ▶ Head Start Enhanced children are state-funded children who receive Head Start funds and services. Be careful, only a limited number of children are in this category.

## Preschool Type

- ☐ Disabled State Fund
- ☐ Head Start
- ☒ Up to 150% of the Fed. Poverty
- ☒ Head Start Enhanced
- ☐ Over Income Preschool
- ☐ Other, Specify

These children could also have a disability.

Do not click on . . .

Both the Head Start and the Head Start Enhanced checkbox.

A child could be one or the other, but not both.

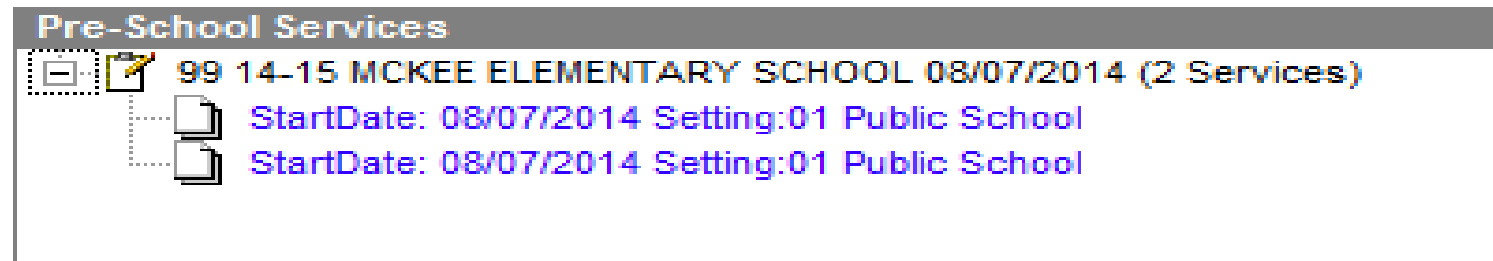
# Possible problematic areas

1. Head Start children will be included in the detailed report but they should not show up with “1s” in any column
2. State-funded students with no preschool tab:

Pre-School Services

# Possible problematic areas

3. The child is enrolled in Enrollment Type, “N”. This child is receiving special ed only services and will not show up in the preschool count.
4. Duplicate preschool tab:



Solution – delete one of the tabs. If child has a disability, make sure start date agrees with IEP.

# Possible problematic areas

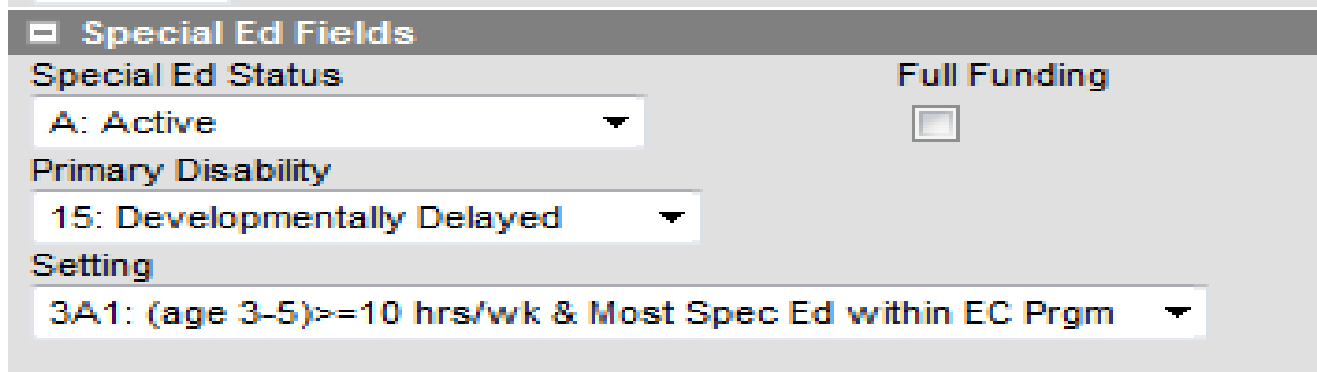
## 5. Overlapping dates:

The previous school didn't end date the original enrollment or a child is enrolled in two schools at the same time

Also, an old IEP must end and the new IEP must have a date for the following day, not the same day.

# Possible problematic areas

6. Make sure special education fields on the Enrollment tab are populated:



A screenshot of a web form titled "Special Ed Fields". The form contains four fields: "Special Ed Status" with a dropdown menu showing "A: Active"; "Full Funding" with an unchecked checkbox; "Primary Disability" with a dropdown menu showing "15: Developmentally Delayed"; and "Setting" with a dropdown menu showing "3A1: (age 3-5)>=10 hrs/wk & Most Spec Ed within EC Prgm".

If these fields are missing on the IEP, it may cause these fields not to show up.



# Age Exception for 2014-15

An at-risk 4, whose birthday is between Aug. 1 and Oct. 1, is deemed income eligible and enrolled prior to July 15 may be enrolled in grade 99.

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PS715

Other

# Remember:

- ▶ If you have any at-risk children (up to 150% of poverty) they must be in Grade 99 in order to be counted for state funds.
- ▶ Children with disabilities will be in grades 97, 98 and 99.
- ▶ Children in Grade 97 will have their 3<sup>rd</sup> birthday after August 1, 2014.

# Verification

- ▶ You will receive an e-mail from the KDE preschool mailbox ([kdestatef@education.ky.gov](mailto:kdestatef@education.ky.gov)) with a Survey Monkey link asking for you to verify the accuracy of your numbers on Dec. 1.
- ▶ You can access your Fall Enrollment Numbers through your IC district – summary report.
- ▶ If the numbers are not correct, KDE will work with you to ensure they are correct.

# Questions?



# Contact:

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